

STATE RECORDS COMMITTEE

Approval Signature Sheet

Records Retention Schedule

Application #930512-01

Sheet 3 of 3

Schedule Number: 94-0007

Effective Date: 08/23/94

Creating Agency: Department of Transportation
Office of Equal Opportunities.
Disadvantaged Business Enterprise Program

Series Title: Disadvantaged Business Enterprise Certification Files.

Dates Covered: 1988 - [ongoing]


Access: Open

Disposition
Instructions: Cut off at end of calendar year.
Hold in current files area one (1) year.
Transfer to State Records Center and hold three (3) years.
Destroy.

State Records Committee has authorized the approval of these disposition instructions for the records series described in the attached records retention schedule application.



Edward Weldon
Secretary of State Designee



Date



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. 930512-011

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Transportation Office of Equal Opportunities #2 Capitol Square Atlanta, GA 30334-1002	Application Number <u>94-0007</u>	
Application Number		Date Received <u>MAY 12 1993</u>	Date Completed <u>08/23/94</u>
2. Person to Contact Robert L. Bradley		Working Title EEO Administrator	Telephone Number (404) 656-5323
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____		5. Records Series Title (followed by title used in office, if different) <u>DBE Certification Files</u>	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The special staff EEO Office is responsible for certifying firms applying for the Disadvantaged Business Enterprise Program, among other duties. Files on these firms are to be maintained for at least three year period as mandated by federal guidelines.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Applications and other documents relating to certification of DBE firms. Included are: Files on each firm that applied for certification in a three year period. File is arranged: Alphabetical order by company name.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old _____; twenty-five months and older <u>seldom?</u>			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | 3 _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

FHWA Requirements

49. Code of Federal Regulations part 23

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold 3 _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Application #930512-01. Sheet 2 of 3

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>G.C. Lewis</i>	05/07/93	<i>Martha B. Zent</i>	05/07/93

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Records Committee (Signature)		Date
	State Auditor/Designee	SEE ATTACHED STATE RECORDS COMMITTEE APPROVAL SIGNATURE SHEET	
	Secretary of State/Designee		
	Attorney General/Designee		